

# Prosumers are the Way

## Team Contract

### Section 1: Team Name and Mission

- What is your team name?

Prosumers are the Way.

- What is the mission of your team in 1-2 sentences?

Have a basic understanding of how the power system works, and to model the outcome of specific designs.

### Section 2: Membership

- Who are the team members?

Fan Meng, Noah, Liwei Liu, Matthew Springer, Josh Ropp

- What consultants/mentors/instructional staff are associated with this team?

Dr. Yacine Chakhchoukh, Dr. Herb Hess, and H. Beleed.

### Section 3: Roles and Responsibilities

- Who will be in charge of your budget?

Paul

- Who will be the primary client contact?

Josh

- Who will organize team meetings?

Matt

- Who will be in charge of keeping team documentation?

Noah

- What other role are critical to team success?

Team Leader - Josh

Recorder - Fan

Wiki Page - Noah

- How will roles be selected/assigned?

Voluntary

- What are the key responsibilities associated with each role?

Budget - In charge of the income, and the one that talks to Molly.

Client Contact - Has good communication with the client, is the one to talk to client about any questions that arise.

Team Meeting Organizer - Making sure the team meets, making sure that we know where to meet, and that the meeting are keeping on track according to the agenda.

Team Documentation - In charge of the portfolio of the group.

Team Leader - The face of the project, making sure tasks are being completed.

Recorder - Documents everything that goes on in all meetings.

#### Section 4: Team Relationships

- Members will...
  1. Be respectful of ideas.
  2. Have clear communication.
  3. Speak out when they have an idea/suggestion.
  4. Help each other.
  5. Show our thought process.
  6. Diligent about their work.
- Members will NOT...
  7. Be lazy.
  8. Belittle other members.
  9. Be selfish.

#### Section 5: Joint Work

- 5a. Purposes of Joint Work

10. Members will...

- a. Be respectful of others.
- b. Help others if they are struggling.

2. Members will not...

- c. Belittle others.
- d. Work only by themselves.

- 5b. Team Meetings

11. Where and when will the team meet?

LLC #7 at 4:30 pm on Tuesdays

Meetings with the Advisor will be held Weekly in GJL 218 on Wednesday's at 6:30pm

12. What components are required in team meeting agendas?

Progress report of what each team member did during the time between meetings.

What needs to be worked on.

Discuss deadlines.

13. How will meeting minutes be taken/circulated?

They will be either handwritten or typed then emailed to the entire team.

## Section 6: Individual Work

- Team members are expected to work alone in many cases to complete work important to the team.

- How will work assignments be made?

According to the strengths of each team member.

- How will quality expectations be established and verified?

After a task is completed the other members will look and add notes on what is good and what can be improved upon.

- How will due dates be established and verified?

The will be established based on the difficulty/importance of the task.

- How will status of work in progress be communicated?  
They will be discussed in the team meetings during the members progress report.

## Section 7: Documentation and Communication

- The team must maintain timely and accurate documentation of its individual and collective achievements, while also communication needed information to one another and key project stakeholders.
- What individual documentation will be kept?  
Tasks that they are working on/ ideas they have.
- What team documentation will be kept?  
Important info such as ideas agreed upon.
- What is the process for communicating with other members?  
Through email
- What is the process of communication with your client/outside stakeholders?  
Email, Or in person.

## Section 8: Conflict Resolution

- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- What process will be used to address conflicts?  
Try to resolve the problem 1-on-1.  
If that doesn't work, resolve it as a team.  
If that doesn't work, talk to the advisors.
- How will team dynamics be communicated to instructors/mentors?  
Open with how things are going within the team.

## Section 9: Amendments

- Where will this team contract be kept?

## Team Portfolio

- How often will the contract be reviewed?

Every month

- How can the contract be amended?

Discuss what is going wrong with it and fix it.

## Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit for all members and the team as a whole.

[illegible]